

# Public Safety Facility Building Committee



## MEETING MINUTES

DATE: 5/27/2021  
Revised 6/17/21

PLACE: Remote meeting via Zoom

MEMBERS PRESENT: Garrity, Healey, Kelly, Lauter, MacAloney, Touchette, Jones, Murphy

GUESTS: Todd Costa and Sean Schmigle, Kaestle Boos Associates (KBA)  
Mary Mahoney and Duclinh Hoang, Hill International (Hill)

The Chair called the duly noticed meeting to order at 7:00 pm.

Regular Members Robert Garrity, Chair, Paul Healey, Vice Chair, Joseph Kelly, Tally Lauter, Bruce MacAloney, Donna Smallwood, and Andy Touchette were in attendance. Non-voting members Police Chief David Jones and Fire Chief Steve Murphy were in attendance. Town consultants, Todd Costa and Sean Schmigle from Kaestle Boos Associates, and Mary Mahoney and Duclinh Hoang from Hill International were also in attendance.

The Chair noted, for the record, that the proceedings were being recorded and asked that others who may wish to record the meeting announce this in order to inform others in attendance of the meeting.

### **Approval of minutes**

The Chair noted that minutes for the May 6, 2021 meeting had not been distributed yet.

### **Discussion of Town Meeting Vote to fund the design development of the project**

The Chair noted that Town Meeting vote was a success in getting authorization to fund Designer and OPM services through Design Development (DD) phase. The vote only authorizes funding through DD phase and a subsequent town meeting will be needed to request project funding beyond DD phase.

### **Update on the award and execution of the Design and OPM contracts**

The Chair reported that the Town fully executed a Contract for Designer Services with KBA and a contract for Owner Project Manager Services (OPM) with Hill so both firms are authorized to begin providing professional services. The contract documents are lengthy and include the full scope of services through construction and close out for the Designer and OPM. Authorization for services beyond DD phase are contingent upon future Town funding approval.

### **Discussion of the OPM's role in assisting the Building Committee in administering the Project**

The Chair discussed the OPM's role in assisting the Town and Building Committee with project administration, goals and obligations as the project progresses. A work plan and schedule needs to be developed to define what services would be rendered and milestones achieved to move the project forward.

### **Discussion with Hill's Mary Mahoney on what she sees as the key actions that Hill proposes to undertake to implement project administration**

Mary Mahoney, Project Manager for Hill International, reported on a meeting with project representatives for KBA and Town to talk about how the project will be managed and the scope of services and responsibilities for each firm, so that there is clear understanding of the roles and expectations going forward. Hill understands KBA is the Designer and Hill is the OPM. As the OPM, Hill, will be monitoring the schedule, budget and supporting the design process by attending design meetings, taking minutes and performing action item follow up.

### **Discussion with KBA about next steps**

Sean Schmigle, with KBA, reported that the immediate goal for the project is to right size the building while meeting the building program and operational needs of the Fire and Police Departments as the project heads moves toward completing Feasibility Study and starting Schematic Design (SD) phase. KBA plans to start back up with small group meetings with the departments to review the site and building size. KBA and Hill will work together to provide updates to the Committee on intermediate milestones, schedule updates, and budgets. KBA noted a website was set up and will work with the Committee to decide set up and information to be posted.

### **Discussion of the process for monitoring the Project budget**

Mary Mahoney reported that Hill will monitor the budget and provide regular updates to the committee. Hill budget reporting will include tracking every contract commitment, purchase orders, and expenditure against those commitments so the Committee can understand how funds have been allocated and what money has been spent.

### **Initial discussion of how the Project will address following energy efficiency standards for the Building**

The Chair raised for discussion when the town would want to decide what standard for energy efficiency to design to, what cost ramifications are associated with system designs and administrative reporting, what standard is right for the Town, and how LEED certification process fits in the overall schedule of the project.

KBA noted additional cost would be expected for documentation and administrative process if the town decides to move forward with USGBC LEED certification. KBA reported that designing to Massachusetts Stretch Code will basically achieve a LEED Silver standard. If the community elects to pursue a higher standard for building design then that decision would need to be made during DD phase. Additional consideration of solar arrays or solar car ports, would need to be made by end of DD. Project design can include making the building or site solar ready, meaning the infrastructure is provided for future work at a lower cost than after the building is constructed. The design team will need direction from the Town on whether the design should include energy efficient goals or meet LEED certification requirements. LEED certification will include criteria beyond just energy efficiency such as environment and atmosphere, use sustainable materials and systems, and tracking construction debris recycling.

General discussion ensued regarding cost/benefit of LEED certification, considerations related building maintenance and utility cost, and potential for design impacts with the building program if the project elects to move forward with LEED certification.

**Discussion of procedures for administering the Building Committee's financial obligations including review and process for payments and expenses that will be incurred on the Project**

Mary Mahoney reported that Hill will review and process all contract amendments and budgetary commitments. Hill will work with Mr. Frey on process and procedures with the Town for the project. Hill will process invoices and budget commitments and track invoices against the commitments. Hill will work with the Town to understand costs and project budgets.

Next meeting

Thursday June 10<sup>th</sup> was chosen as the date for the next meeting.

Paul Healey motioned to adjourn the meeting, seconded by Joe Kelly.

The motion passed unanimously

The meeting adjourned at 8:40 pm.